



**Affiliate Staff  
Job Announcement**

**Job Title: North Central Region Healthcare Coalition Readiness & Response Coordinator**

**Reports to:** *Executive Director of North Central Region Healthcare Coalition*

**For Job Inquiries, Office Hours will be held:** 6/13/2022, 6/16/2022, 6/17/2022 – schedule via [Calendly](#)

**Resume Review Begins:** 06/22/2022

**Position open until filled.**

**About North Central Region Healthcare Coalition (NCR HCC):**

The mission of the NCR HCC is to promote, develop and enhance cross-jurisdictional and cross-disciplinary coordination across the region's health and medical system, with a focus on incident preparedness, response and recovery. This is achieved through communication, planning, training, and collaboration, with coalition partners.

The NCR HCC Coordinator position assists in the coordination of all-hazards emergency preparedness projects for the NCR HCC, working under the supervision and guidance of the coalition's Executive Director. The Coordinator will be primarily responsible for the development, implementation, and evaluation of emergency preparedness related plans, procedures, protocols, and agreements in coordination with local, regional, and state partners. This position supports the general oversight of coalition activities and projects including regional response efforts, grant development and management, and technical assistance.

This position works closely with pre-hospital and hospital providers, local and state public health entities, local and state emergency management, and other key planning and response agencies to promote preparedness activities in the healthcare sector. This position reports directly to the Executive Director of the NCR HCC, and will also work under the guidance of, and in collaboration with, the NCR HCC Governance Board.

Work requires knowledge of current health and emergency management principles and best practices. This position is responsible for assisting in the coordination of multiple projects, including: plan development and review, training and exercises, assessments, and access and functional needs planning and program evaluation in the ten-county area of the North Central Region. This position requires tracking and reporting of projects and deliverables on a monthly basis to the NCR HCC Governance Board, Trailhead Institute, and the Colorado Department of Public Health and Environment.

The Coordinator is expected to work independently at times and collaboratively with members of the NCR HCC Governance Board, the NCR HCC Executive Director, and chairs of 3 NCR HCC chapters.

**About Trailhead Institute:**

[Trailhead Institute](#) (Trailhead) is a public health institute and the fiscal sponsor of NCR HCC. Trailhead Institute's mission is to advance innovation and collaboration in public and environmental health. With this in mind, this position will work with the Trailhead team and the NCR HCC to further the organization and the Coalition's mission, and operate in accordance with each of our guiding values.

**Job Description:**

Assist in the development, implementation, and evaluation of emergency preparedness related plans, procedures, protocols, and agreements in coordination with local, regional, and state partners by:



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- Assisting in the coordination of efforts to develop comprehensive emergency preparedness plans (e.g., response plan annexes, information sharing plans, continuity of operations, etc.) to prepare members and regional partners for designated emergency planning, response and recovery efforts.
- Serving as a liaison with other response partners, including offices of emergency management, hospitals, behavioral health, fire, law enforcement, emergency medical services, community clinics, governmental agencies, other healthcare coalitions, etc.
- Assisting in the coordination efforts to enhance the readiness of the hospital and pre-hospital system to deal with large numbers of casualties and/or patient surge.
- Participating in required meetings and committees related to program activities and responsibilities.
- Attending NCR HCC chapter meetings, Governance Board meetings and subcommittee meetings, as required.
- Monitoring regional compliance with the Office of Assistant Secretary for Preparedness and Response (ASPR), Healthcare Preparedness Program (HPP), State, and Federal guidelines and regulations related to emergency preparedness.
- Assisting in the coordination of all training programs and exercises sponsored by or participated in by the Coalition.
- Assisting in the planning, organization, evaluation and conducting of a wide variety of regional healthcare preparedness drills and exercises, in accordance with FEMA's Homeland Security Exercise and Evaluation Program (HSEEP).
- Completing hot washes with NCR HCC members and healthcare executives related to exercises, planned events and actual incidents.
- Update and enhance the plans to address identified gaps resulting from After Action Reports/Improvement Plans created from exercises and real world events.
- Providing support to NCR HCC members in addressing identified gaps resulting from After Action Reports/Improvement Plans, as needed.
- Assisting NCR HCC members and designated partners in the development, implementation, and facilitation of training curricula.
- Assisting in the coordination of redundant communications drills with all HCC members to ensure functional communication systems.
- Representing the NCR HCC in large emergency responses; this could include unplanned work on nights and weekends.
- Assisting in the administrative activities of the Coalition, including budgeting and preparation of written reports, in a manner that is fiscally responsible, consistent with state and federal program guidance, and in compliance with applicable state and federal grant management policies and rules.
- Additional duties as assigned and required.



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### Knowledge, Skills, Abilities:

#### Education and Experience:

- Requires a Bachelor's Degree from an accredited college or university with major coursework in emergency management, public health, communications, education, or a related field, and 3-5 years relevant work experience. Relevant professional experience may be substituted for education requirements.
- Excellent administrative skills, organizational skills, ability to work independently and take initiative.
- Must be highly detail oriented.
- Successfully complete the FEMA IS 100, 200, 700, and 800 courses within a 12-month period of hired date.
- Successfully complete the FEMA ICS 300 and 400 courses within a 12-month period of hired date.
- Excellent interpersonal skills and ability to communicate effectively in verbal and written format to maintain cooperative working relationships with many different types of organizations, public officials and the general public.
- Disaster preparedness background, preferred.
- Good understanding of processes within healthcare organizations.
- Skilled in common office and presentation software systems.

#### Culture competency skills:

- Consideration for the role of cultural, social and behavioral factors in the accessibility, availability, acceptability and delivery of training and programs.

#### Knowledge of:

- Principles, practices, techniques, and procedures related to emergency preparedness planning, evaluation, needs assessment, statistical analysis and data interpretation.
- Principles and methods of project management and evaluation including analysis, evaluation, report writing, and grant writing.
- Word processing, database records management, PowerPoint presentations, and research methods via the Internet.

#### Ability to:

- Establish and maintain effective working relationships with other employees, representatives of other agencies and organizations, state and local responders, and all members of the community.
- Communicate effectively both verbally and in writing to make informational presentations, write plans and prepare evaluative reports.
- Develop measurable objectives and gather, analyze and interpret data.



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**Special Qualifications:**

Requires the use of a personal automobile, valid driver's license, ability to travel throughout the state and a safe driving record.

**Equipment Used:**

Standard office equipment including, but not limited to, work computer and associated hardware and software, telephone, copier, radios, fax, audio-visual equipment and passenger vehicles.

**Working Conditions and Physical Requirements:**

Work is primarily conducted indoors with occasional time spent in an outside environment. Coordinator experiences routine exposures and hazards of a typical office environment. Coordinator is occasionally required to work after normal work hours to attend community meetings and events.

This is a **full-time exempt** position based in Denver, Colorado. Hiring salary range for this position is \$58,000 - \$70,000. While this position has the title and responsibilities of a Coordinator at NCR HCC, it may be classified differently at Trailhead Institute. Trailhead Institute offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match up to 6%.

**To Interview Us:** We will be holding **three office hours** during the application period, between June 13 and June 17. This offers you an opportunity to schedule a 15 minute call and ask any questions regarding the job announcement or about either North Central Region Healthcare Coalition or Trailhead as this role would be working closely with both organizations. Sign up via [Calendly](#). If you are unable to make it to the scheduled office hours, check out our [NCR HCC Readiness & Response Coordinator Q&A](#), which we will update with questions and answers that arise after each office hour session.

**To Apply:**

- Send a resume
- Send a reference list with three references, including name, job title, phone & email
- And, either a one page cover letter, or alternatively, if you prefer, in lieu of a cover letter, please answer the following questions in no more than one page:
  1. Tell us why you're attracted to this job and NCR HCC.
  2. What experiences and expertise do you want to share that you would bring to this role?
  3. What other experiences (including lived experiences) should NCR HCC and Trailhead Institute know about to understand how you approach this work?

Submit all application materials via email to [mdeland@NCRHCC.org](mailto:mdeland@NCRHCC.org) with the subject "NCR HCC Readiness & Response Coordinator." Applications will be reviewed and interviews offered to qualified applicants until the position is filled.



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*Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute is a passionate supporter of inclusivity and welcomes applications from all communities, particularly from people of color, LGBTQ people, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.*